

CENTRAL PROCESSING BRANCH
OUT GOING CHECK SHEET FOREIGN

NAME: _____ APPOINTMENT: _____

DESTINATION: _____ AVAILABLE DATE: _____

PERSONNEL DESK:

Type of Funds _____
Station verification _____
Contract _____
R & D Report _____
Date of Birth _____
Place of Birth _____
Physical & Shots _____
Birth Documentation secured _____
Pictures secured _____
 Ordered from Badge Sec. _____
Prepare Passport Picture _____
Prepare AGO Request _____
Draft Information _____
 Form 300 requested _____
 Form 300 given to employee _____
 4 F Card _____
Reserve Information _____
 Permission requested _____
 Letter given employee _____

FINANCE DESK:

Check with:
Accounts _____
Travel _____
Pay & Allowances _____
 (a) Prepare Draft FDDS _____

Finance Briefing:

(a) Complete FDDS _____
(b) Arrange Travel Advance _____
(c) U.S. Allottee Bank _____
(d) Hospitalization _____
(e) Insurance _____
(f) Separation Allowance if _____
 necessary _____
(g) Credit Union _____

25X1C

DEPENDMENTS:

Prepare Passport Letter (s) _____
Prepare AGO Request _____
 AGO # _____
 Date of Issue _____
 Sent to TDS _____

TRAVEL DESK

I & S Briefing _____
Check TCA if necessary _____
Discuss Itinerary _____
Shipment of effects and auto _____
Shipment date sheet _____
 Sent to Shipping _____

MEDICAL DESK

Briefing _____
Issue Insurance Certificate _____